



# ALABAMA DEPARTMENT OF TRANSPORTATION

## Bureau of County Transportation

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Bob Riley  
Governor

Joe McInnes  
Transportation Director

July 7, 2009

### MEMORANDUM 2009-17

TO: County Engineer and/or  
Claims for Refund Clerk

FROM:

D.E. Phillips, Jr., P.E.  
State County Transportation Engineer

Adrienne D. Johnson  
Payroll Clerk/Secretary

RE: **End of Fiscal Year 2009**

It is that time of year when **Claims for Refund** forms must be in this office early. **I am asking that you send August and September, along with July and any other claims you have not sent in by August 24, 2009, so that I can get them processed and to Accounting.**

**A few things to remember:** using the correct form; all salary figures are correct and in the right order; Notary has signed and a "Notary Seal" is used, and that all claims for FY 2009 have been sent in for processing.

**Remember, if these Claims are not in and processed to comply with our deadline then the County will have to go before the State Board of Adjustment and you may or may not get your refund.**

Thank you all for your cooperation in making this successful.

DEP:adj